

Setting Up Your In-Box

**You will only see actions
routed specifically to you**

Ensure you are in the “D-All Actions, Newest to Oldest”

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Notifications Summary

D-All Actions, Newest to Oldest ☒ Query Only Open Notifications

Date Received	Request for Personnel Action Type/Number	Last Routed To:	Comment
14-SEP-1999 16:15:27	RPA : Psn Chg : Req# 99SEP5EVW1KCAA000184	Molly Wiegand	
10-SEP-1999 11:15:27	Update HR Complete : RPA : Promotion : Req# 99SEP5EVW1KC	Molly Wiegand	
10-SEP-1999 11:07:46	Update HR Complete : RPA : Time Off Award : Req# 99SEP5EVV	Molly Wiegand	
10-SEP-1999 10:35:35	Update HR Complete : RPA : Name Chg from Practicum,Molly M	Molly Wiegand	
08-SEP-1999 14:11:28	Employee Course Evaluation	Molly Wiegand	
08-SEP-1999 08:48:22	RPA : Recruit/Fill : Req# 99SEP5EVW1KCAA000434	Molly Wiegand	
07-SEP-1999 16:17:09	RPA : Recruit/Fill : Req# 99SEP5EVW1KCAA000440	Br B - Processing	
07-SEP-1999 15:21:41	RPA : Recruit/Fill : Req# 99AUG000058	Personnel Proce	
02-SEP-1999 14:51:06	RPA : Reassignment : Req# 99SEP5FCW0ATAA000229	Molly Wiegand	

Message

Name / POI : Cayabyab, Bobby L / 2211

Effective Date : 02-SEP-1999 Proposed Effective Date : ASAP

Current Status : INITIATED

Respond Open

FRM-41000: This function is not currently available.
Count: *9

Click on "Folder" and then "Save As"

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Notifications Summary

D-All Actions

Date Received

14-SEP-1999

10-SEP-1999

10-SEP-1999

10-SEP-1999

08-SEP-1999

08-SEP-1999

07-SEP-1999

07-SEP-1999

02-SEP-1999

Folder Tools

Query Only Open Notifications

Test for Personnel Action Type/Number	Last Routed To:	Comment
Psn Chg : Req# 99SEP5EVW1KCAA000184	Molly Wiegand	
e HR Complete : RPA : Promotion : Req# 99SEP5EVW1KC	Molly Wiegand	
e HR Complete : RPA : Time Off Award : Req# 99SEP5EVW	Molly Wiegand	
e HR Complete : RPA : Name Chg from Practicum, Molly M	Molly Wiegand	
Employee Course Evaluation	Molly Wiegand	
Recruit/Fill : Req# 99SEP5EVW1KCAA000434	Molly Wiegand	
Recruit/Fill : Req# 99SEP5EVW1KCAA000440	Br B - Processing	
Recruit/Fill : Req# 99AUG000058	Personnel Proce	
Reassignment : Req# 99SEP5FCW0ATAA000229	Molly Wiegand	

Message

Name / POI : Cayabyab, Bobby L / 2211

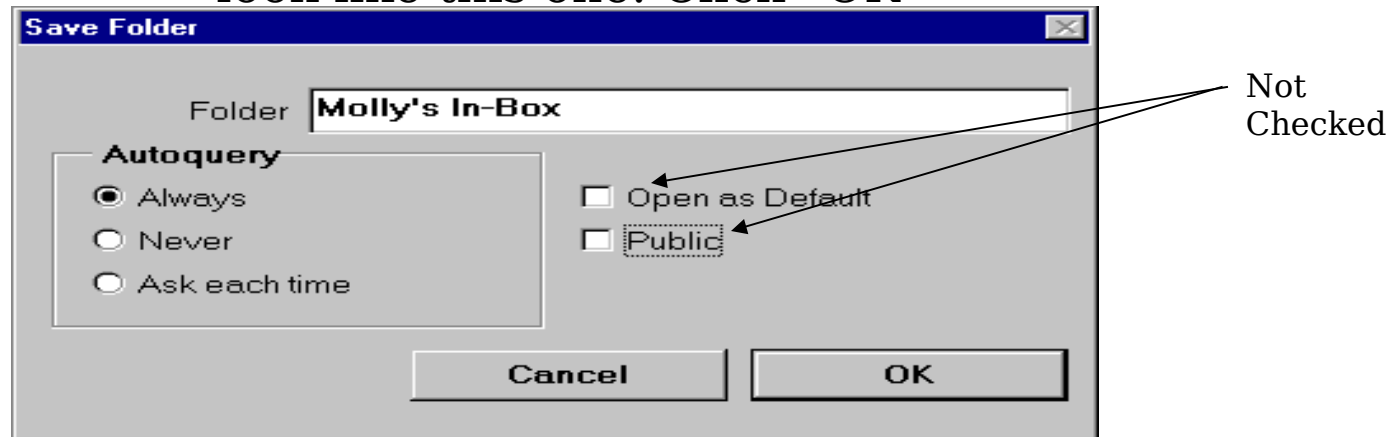
Effective Date : 02-SEP-1999 Proposed Effective Date : ASAP

Current Status : INITIATED

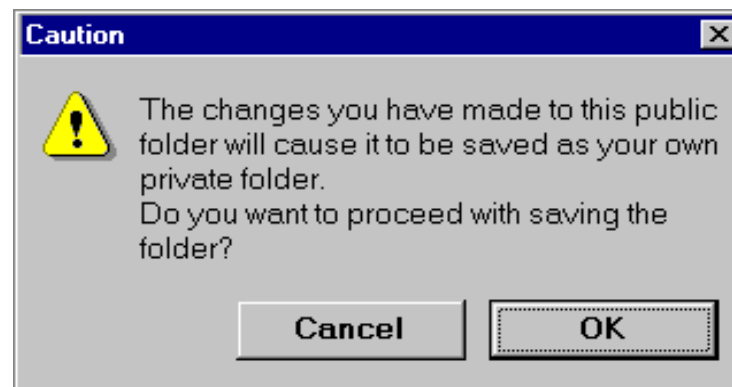
Respond Open

Count: *9

Name your folder in the following manner and ensure all other fields look like this one. Click “OK”



The following message box will pop up.



Click “OK”

Notice the name of the folder changed.

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Notifications Summary

Molly's In-Box ☒ Query Only Open Notifications

Date Received	Request for Personnel Action Type/Number	Last Routed To:	Comment
14-SEP-1999 16:15:27	RPA : Psn Chg : Req# 99SEP5EVW1KCAA000184	Molly Wiegand	
10-SEP-1999 11:15:27	Update HR Complete : RPA : Promotion : Req# 99SEP5EVW1KC	Molly Wiegand	
10-SEP-1999 11:07:46	Update HR Complete : RPA : Time Off Award : Req# 99SEP5EVV	Molly Wiegand	
10-SEP-1999 10:35:35	Update HR Complete : RPA : Name Chg from Practicum, Molly M	Molly Wiegand	
08-SEP-1999 14:11:28	Employee Course Evaluation	Molly Wiegand	
08-SEP-1999 08:48:22	RPA : Recruit/Fill : Req# 99SEP5EVW1KCAA000434	Molly Wiegand	
07-SEP-1999 16:17:09	RPA : Recruit/Fill : Req# 99SEP5EVW1KCAA000440	Br B - Processing	
07-SEP-1999 15:21:41	RPA : Recruit/Fill : Req# 99AUG000058	Personnel Proce	
02-SEP-1999 14:51:06	RPA : Reassignment : Req# 99SEP5FCW0ATAA000229	Molly Wiegand	

Message

Name / POI : Cayabyab, Bobby L / 2211

Effective Date : 02-SEP-1999 Proposed Effective Date : ASAP

Current Status : INITIATED

Respond Open

Saved the folder.
Count: *9

Start | Inbox - Microsoft Outlook | Privacy Act of 1974 - ... | Microsoft PowerPoint - [Pr... | 9:49 AM

Hit "F7" on the key board to run a query. Your page will go blank.

The screenshot shows a software window titled "Privacy Act of 1974" with a menu bar (Action, Edit, Query, Go, Folder, Special, Help, Window) and a toolbar. Below the toolbar is a "Notifications Summary" window titled "Molly's In-Box". It contains a checkbox labeled "Query Only Open Notifications" which is checked. Below this is a table with four columns: "Date Received", "Request for Personnel Action Type/Number", "Last Routed To:", and "Comment". The table has 10 empty rows. Below the table is a "Message" text area and two buttons: "Close" and "Open". At the bottom of the window, a status bar displays the text: "Enter a query; press F8 to execute, Ctrl+q to cancel. Count: *0 ENTER QUERY". The Windows taskbar at the bottom shows the Start button and open applications: "Inbox - Microsoft Outlook", "Privacy Act of 1974 - ...", and "Microsoft PowerPoint - [Pr...". The system clock shows "9:51 AM".

Date Received	Request for Personnel Action Type/Number	Last Routed To:	Comment

Message

Close Open

Enter a query; press F8 to execute, Ctrl+q to cancel.
Count: *0 ENTER QUERY

Notice the information for a query.

In the “Last Routed To” column, type your name using %Name% format.

The screenshot shows the 'Privacy Act of 1974' application window. The 'Notifications Summary' sub-window is active, displaying a table with the following columns: 'Date Received', 'Request for Personnel Action Type/Number', 'Last Routed To:', and 'Comment'. The first row in the table has the text '%Molly%' entered in the 'Last Routed To:' column. An arrow points from the instructional text above to this cell. Below the table is a 'Message' text area and two buttons: 'Close' and 'Open'. At the bottom of the application, a status bar shows 'Enter a query: press F8 to execute, Ctrl+q to cancel. Count: *0 ENTER QUERY'. The Windows taskbar at the very bottom includes the Start button and open applications: 'Inbox - Microsoft Outlook', 'Privacy Act of 1974 - ...', and 'Microsoft PowerPoint - [Pr...'. The system clock shows 9:55 AM.

Date Received	Request for Personnel Action Type/Number	Last Routed To:	Comment
		%Molly%	

Message

Close Open

Enter a query: press F8 to execute, Ctrl+q to cancel.
Count: *0 ENTER QUERY

Start | Inbox - Microsoft Outlook | Privacy Act of 1974 - ... | Microsoft PowerPoint - [Pr... | 9:55 AM

Hit “F8” on the keyboard to run the query. Now you only see actions that are in your in-box.

The screenshot shows the 'Privacy Act of 1974' application window. The menu bar includes Action, Edit, Query, Go, Folder, Special, Help, and Window. The toolbar contains various icons for file operations. The main window is titled 'Notifications Summary' and shows a list of notifications under 'Molly's In-Box'. A checkbox labeled 'Query Only Open Notifications' is checked. The list has four columns: Date Received, Request for Personnel Action Type/Number, Last Routed To, and Comment. The first notification is highlighted in blue.

Date Received	Request for Personnel Action Type/Number	Last Routed To:	Comment
14-SEP-1999 16:15:27	RPA : Psn Chg : Req# 99SEP5EVW1KCAA000184	Molly Wiegand	
10-SEP-1999 11:15:27	Update HR Complete : RPA : Promotion : Req# 99SEP5EVW1KC	Molly Wiegand	
10-SEP-1999 11:07:46	Update HR Complete : RPA : Time Off Award : Req# 99SEP5EVV	Molly Wiegand	
10-SEP-1999 10:35:35	Update HR Complete : RPA : Name Chg from Practicum, Molly M	Molly Wiegand	
08-SEP-1999 14:11:28	Employee Course Evaluation	Molly Wiegand	
08-SEP-1999 08:48:22	RPA : Recruit/Fill : Req# 99SEP5EVW1KCAA000434	Molly Wiegand	
02-SEP-1999 14:51:06	RPA : Reassignment : Req# 99SEP5FCW0ATAA000229	Molly Wiegand	

Message

Name / POI : Cayabyab, Bobby L / 2211
Effective Date : 02-SEP-1999 Proposed Effective Date : ASAP
Current Status : INITIATED

Respond Open

Count: *7

Taskbar: Start | Inbox - Microsoft Outlook | Privacy Act of 1974 - ... | Microsoft PowerPoint - [Pr... | 9:58 AM

At this point you may save your folder by clicking on “Folder” and then “Save”.

To keep from viewing the RPA's that were only updated in HR,
click once in the "Messages" box. (This process only has to be completed once)

The screenshot shows the 'Privacy Act of 1974' application window. The 'Notifications Summary' pane displays 'Molly's In-Box' with a list of messages. A message from 'Cayabyab, Bobby L / 2211' dated '02-SEP-1999' is selected. The 'Message' pane below shows details for this message, including 'Effective Date : 02-SEP-1999' and 'Proposed Effective Date : ASAP'. The 'Current Status' is 'INITIATED'. There are 'Respond' and 'Open' buttons at the bottom of the message pane. A black arrow points from the text above to the 'Open' button.

Date Received	Request for Personnel Action Type/Number	Last Routed To:	Comment
14-SEP-1999 16:15:27	RPA : Psn Chg : Req# 99SEP5EVW1KCAA000184	Molly Wiegand	
10-SEP-1999 11:15:27	Update HR Complete : RPA : Promotion : Req# 99SEP5EVW1KC	Molly Wiegand	
10-SEP-1999 11:07:46	Update HR Complete : RPA : Time Off Award : Req# 99SEP5EVW	Molly Wiegand	
10-SEP-1999 10:35:35	Update HR Complete : RPA : Name Chg from Practicum, Molly M	Molly Wiegand	
08-SEP-1999 14:11:28	Employee Course Evaluation	Molly Wiegand	
08-SEP-1999 08:48:22	RPA : Recruit/Fill : Req# 99SEP5EVW1KCAA000434	Molly Wiegand	
02-SEP-1999 14:51:06	RPA : Reassignment : Req# 99SEP5FCW0ATAA000229	Molly Wiegand	

Message

Name / POI : Cayabyab, Bobby L / 2211

Effective Date : 02-SEP-1999 Proposed Effective Date : ASAP

Current Status : INITIATED

Respond Open

Saved the folder.
Count: *7

Start | Inbox - Microsoft Outlook | Privacy Act of 1974 - ... | Microsoft PowerPoint - [Pr... | 10:03 AM

Note: Update HR Complete are RPA's that were created and updated in HR without being saved in your in-box.

Hit “F7” on the keyboard and a “Notifications” box appears. Your cursor will be in the block next to the word “Messages”.

The screenshot shows a database application window titled "Privacy Act of 1974". The menu bar includes "Action", "Edit", "Query", "Go", "Folder", "Special", "Help", and "Window". The toolbar contains various icons for file operations and navigation. A "Notifications Summary" window is open, displaying a form for a notification. The form has a left sidebar with a tree view showing "Molly" and "Notifications". The main area contains the following fields:

- Priority:
- Due Date:
- To:
- Subject:
- Message: (An arrow points to this field)
- Comment:
- References:
- Date Sent:
- Notification ID:
- Status:
- Date Closed:

At the bottom right of the form is a "Close" button. The status bar at the bottom of the application window displays the text: "Enter a query; press F8 to execute, Ctrl+q to cancel. Count: *0 ENTER QUERY".

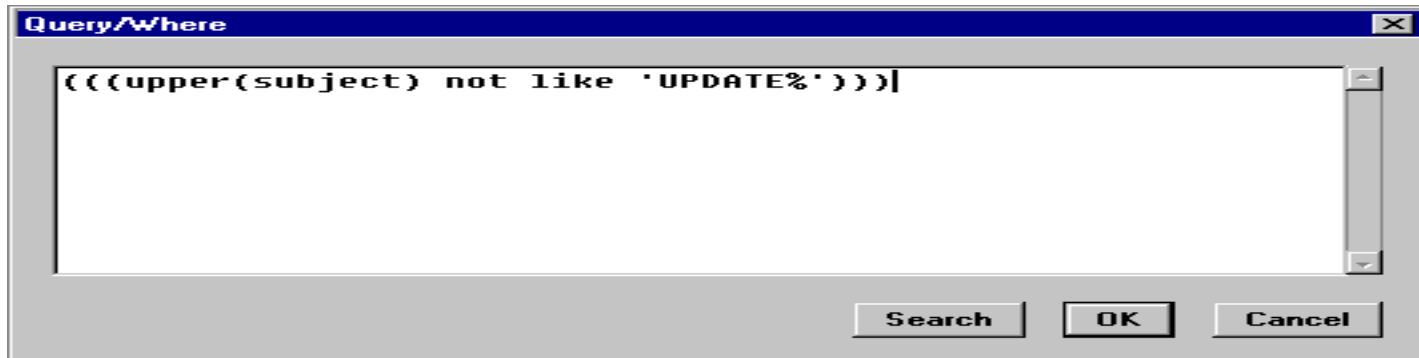
Type the “*and*” symbol in that box.

The screenshot shows the 'Privacy Act of 1974' application window. The 'Notifications Summary' sub-window is active, displaying a list of notifications on the left and a detailed view on the right. The detailed view includes fields for Priority, Due Date, To, Subject, Message, Comment, References, Date Sent, Date Closed, Notification ID, and Status. The 'Subject' field contains the text '&'. A black arrow points from the text 'Type the “and” symbol in that box.' to the 'Subject' field. The 'Message' field is empty. The 'Status' field has a 'Close' button next to it. The bottom of the window displays the text: 'Enter a query; press F8 to execute, Ctrl+q to cancel. Count: *0 ENTER QUERY'.

Hit “F8” on the keyboard. The following query box appears.

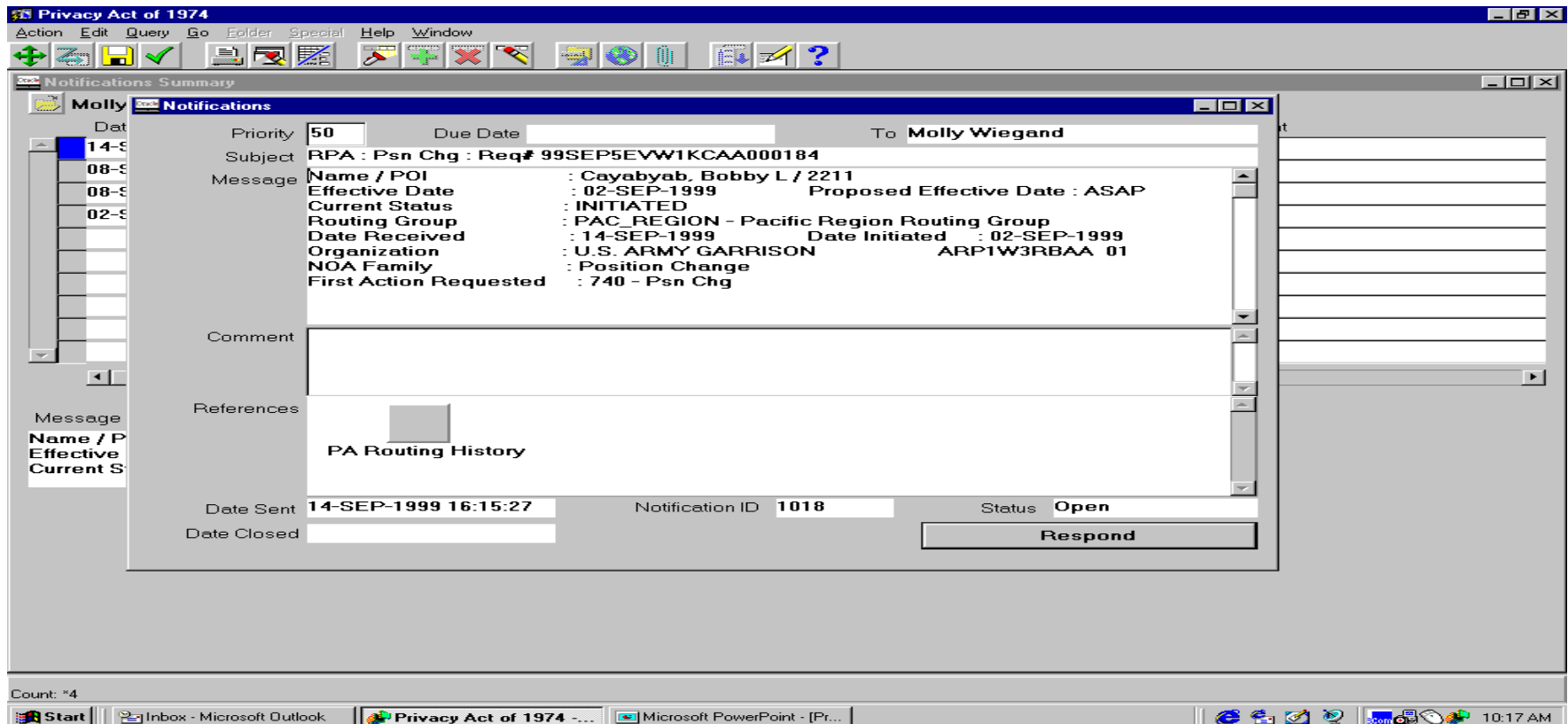
The screenshot shows the 'Query/Where' dialog box. It has a large empty text area for entering a query. At the bottom, there are three buttons: 'Search', 'OK', and 'Cancel'.

Type (((upper(subject) not like "UPDATE%")))) in the box.



A dialog box titled "Query/Where" with a text input field containing the query: (((upper(subject) not like 'UPDATE%')))|. Below the input field are three buttons: "Search", "OK", and "Cancel".

Click "OK". Your information will be regenerated.



The main window of the "Privacy Act of 1974" application. The title bar reads "Privacy Act of 1974". The menu bar includes "Action", "Edit", "Query", "Go", "Folder", "Special", "Help", and "Window". The toolbar contains various icons for file operations and navigation. The main area is divided into several sections:

- Notifications Summary:** A list of notifications on the left, with the first one selected.
- Notification Details:** A form for the selected notification, showing fields for Priority (50), Due Date, To (Molly Wiegand), Subject (RPA : Psn Chg : Req# 99SEP5EVW1KCAA000184), and Message. The message content includes:
 - Name / POI : Cayabyab, Bobby L / 2211
 - Effective Date : 02-SEP-1999 Proposed Effective Date : ASAP
 - Current Status : INITIATED
 - Routing Group : PAC_REGION - Pacific Region Routing Group
 - Date Received : 14-SEP-1999 Date Initiated : 02-SEP-1999
 - Organization : U.S. ARMY GARRISON ARP1W3RBAA 01
 - NOA Family : Position Change
 - First Action Requested : 740 - Psn Chg
- Comment:** A text area for adding comments.
- References:** A section titled "PA Routing History" with a small icon.
- Date Sent:** 14-SEP-1999 16:15:27
- Notification ID:** 1018
- Status:** Open
- Date Closed:** (empty field)
- Response:** A "Respond" button.

At the bottom, a status bar shows "Count: *4" and a taskbar with icons for "Start", "Inbox - Microsoft Outlook", "Privacy Act of 1974", "Microsoft PowerPoint - [Pr...", and system icons for "10:17 AM".

Click on the "X" to close that screen.

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Notifications Summary

Molly Notifications

Priority **50** Due Date To **Molly Wiegand**

Subject **RPA : Psn Chg : Req# 99SEP5EVW1KCAA000184**

Message

Name / POI : Cayabyab, Bobby L / 2211
Effective Date : 02-SEP-1999 **Proposed Effective Date** : ASAP
Current Status : INITIATED
Routing Group : PAC_REGION - Pacific Region Routing Group
Date Received : 14-SEP-1999 **Date Initiated** : 02-SEP-1999
Organization : U.S. ARMY GARRISON **ARP1W3RBAA 01**
NOA Family : Position Change
First Action Requested : 740 - Psn Chg

Comment

References

PA Routing History

Date Sent **14-SEP-1999 16:15:27** Notification ID **1018** Status **Open**

Date Closed

Respond

Count: *4

Start | Inbox - Microsoft Outlook | Privacy Act of 1974 - ... | Microsoft PowerPoint - [Pr... | 10:17 AM

Now you will only see actions that are routed specifically to you.

The screenshot shows the 'Privacy Act of 1974' application window. The menu bar includes Action, Edit, Query, Go, Folder, Special, Help, and Window. The toolbar contains various icons for navigation and editing. The main window is titled 'Notifications Summary' and displays 'Molly's In-Box'. A checkbox labeled 'Query Only Open Notifications' is checked. Below this is a table with four columns: Date Received, Request for Personnel Action Type/Number, Last Routed To, and Comment. The table contains four rows of data, all routed to 'Molly Wiegand'. Below the table is a 'Message' section with fields for Name / POI, Effective Date, and Current Status. The Name / POI field is populated with 'Cayabyab, Bobby L / 2211'. The Effective Date field is populated with '02-SEP-1999'. The Current Status field is populated with 'INITIATED'. Below the message section are two buttons: 'Respond' and 'Open'. The status bar at the bottom shows the taskbar with the Start button and open applications: 'Inbox - Microsoft Outlook', 'Privacy Act of 1974 - ...', and 'Microsoft PowerPoint - [Pr...'. The system clock shows '10:19 AM'.

Date Received	Request for Personnel Action Type/Number	Last Routed To:	Comment
14-SEP-1999 16:15:27	RPA : Psn Chg : Req# 99SEP5EVW1KCAA000184	Molly Wiegand	
08-SEP-1999 14:11:28	Employee Course Evaluation	Molly Wiegand	
08-SEP-1999 08:48:22	RPA : Recruit/Fill : Req# 99SEP5EVW1KCAA000434	Molly Wiegand	
02-SEP-1999 14:51:06	RPA : Reassignment : Req# 99SEP5FCW0ATAA000229	Molly Wiegand	

Message

Name / POI : Cayabyab, Bobby L / 2211
Effective Date : 02-SEP-1999 Proposed Effective Date : ASAP
Current Status : INITIATED

Respond Open

Count: *4

Start | Inbox - Microsoft Outlook | Privacy Act of 1974 - ... | Microsoft PowerPoint - [Pr... | 10:19 AM

Save your folder by clicking on "Folder" and then "Save".